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CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

***“Honoring California’s Veterans”***

One of the many benefits of working for Veterans Affairs is knowing that you support the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

**SUPERVISING REGISTERED NURSE**

**Permanent, Full –Time**

**\$7116- \$8651 Monthly**

**Location: Veterans Home of California – Fresno**

**2811 W. California Avenue**

**Fresno, California 93706**

**Final File Date: April 2, 2013**

The salary listed for this classification will be adjusted to comply with the provisions of the 2012 Personal Leave Program.

**Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at <http://www.calvet.ca.gov/AboutUs/Jobs/Default.aspx>, or to view examinations offered by all State departments, please visit the California Department of Human Resources’ website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

**Duties and Responsibilities:**

Under the direction of the Chief Physician & Surgeon, the Supervising Registered Nurse will be responsible for the Ambulatory Care Clinic and Residential Care for the Elderly (RCFE) units and duties include but not are limited to the following:

- Responsible to provide supervision and direction for the operation of the clinic. Provide supervision and oversight for the Certified Nursing Assistants assigned to the DOM and RCFE units. Refer employee with personal problems to available resources. Plan staffing patterns and assigns staff to meet patient needs on a 24-hour, 7-day week basis. In conjunction with the Chief of the RCFE, will develop and enforce policies that govern the day to day nursing operations of the RCFE units.
- Schedule and coordinate multi-disciplinary team meetings on a weekly basis to ensure update and review of every patient care plan on a quarterly basis. Participate in continuing education programs to maintain and upgrade nursing knowledge and management skills. Attend all

weekly scheduled Nursing Administration meetings and transmits information from these meetings to ward personnel. Demonstrate willingness to serve on professional committees and contributes in a meaningful way to such. Conduct regular meetings with staff members on all shifts to communicate pertinent information on a timely basis. Submit and utilize information obtained from the staff in these meetings.

- Work PM or Night shift as necessary to determine problems on a 24-hour basis. Make rounds with physician and charge nurse at regular intervals to review treatment program. Act as coordinator and evaluator of patient care on assigned units to ensure 24-hour continuity of patient care, utilizing the patient care plan and multi-disciplinary staff meetings as a tool. Serve as a resource to staff on the use of the automated hospital information system. Demonstrate initiative in identifying and defining recurring nursing problems and assist staff in the process of solving these problems. Serve as resource person in keeping personnel informed of changes in policy and procedures. Serve as resource to personnel for knowledge of Federal, State and Joint Commission requirements. Utilize human relations skills in promoting an environment in which the health team can work cooperatively. Is sensitive to those aspects of human behavior which affect the equilibrium of the working environment and initiates appropriate behavior to effect change.
- Audit minimum of four charts per month to ensure compliance with regulations and measures quality of patient care. Submit results of these audits to the Nursing Office. Take necessary action to correct any deficiencies. Is responsible for assuring that staff is maintaining accurate and current written documentation of patient care including direct audits as necessary for record completeness and accuracy. Assist Infection Control Nurse in monitoring and reporting. Ensure that adequate equipment and supplies are provided for maintaining the clinic.

### How To Apply:

Visit the Careers in California Government website at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Veterans Home of California – Fresno, Human Resources Office, 2811 W. California Ave., Fresno CA 93706, Attn: Shayna Lopez – M80#024F 12/13.** All State applications must be postmarked no later than the final filing date.

**Note:** In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #577-154-8161-001.

### Questions:

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Shayna Lopez, Human Resources Office, at (559) 493-4213. TDD: (916) 653-1966.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. 577-154-8161-001

RELEASED: 3-8-13